Exhibition Manual

(Please ensure you have accessed the Events Health and Safety Guidelines for further information)

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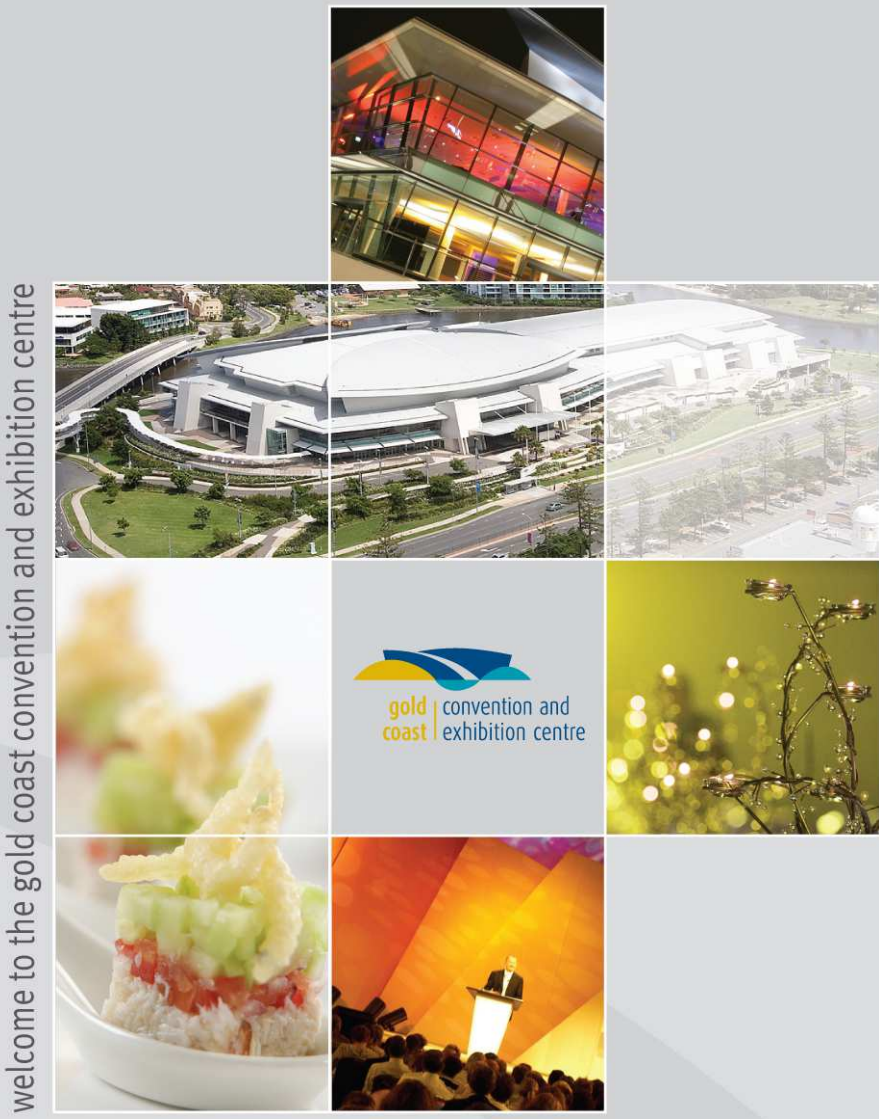
Version 7



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Please note: All information listed is current at time of printing but may be subject to change at the discretion of the Gold Coast Convention and Exhibition Centre Management.

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SECTION A – INTRODUCTION

A1.0 Introduction

Welcome to the Gold Coast Convention and Exhibition Centre.

The Gold Coast Convention and Exhibition Centre ("GCCEC") is owned by Queensland State Government and is operated by Echo Entertainment Group under a management agreement.

This manual has been designed to assist Exhibitors and Organisers when planning an event at the GCCEC and contains information and guidelines that we are sure you will find useful.

A2.0 Work Health and Safety

The Gold Coast Convention and Exhibition Centre (GCCEC) is committed to ensuring the health, safety and welfare of employees, contractors and visitors.

Please access the Events Health and Safety Guidelines. These guidelines can be downloaded from our website, www.gccec.com.au

A3.0 Forms and Agreements

All forms and agreements referred to in this manual can be downloaded from our website, www.gccec.com.au

SECTION B – SERVICES FOR EXHIBITORS

B1.0 Audio-Visual

Any event that has Audio Visual requirements, the Audio Visual services must be supplied by the GCCEC. The GCCEC Audio Visual Team will assist you with audio, lighting, data and vision requirements for your event and can also provide theming, video, graphic and production support should you require. The exception to this policy is for booth/stands inside exhibitions.

B2.0 Rigging

Please note: **ALL** rigging top points must be installed and removed by a GCCEC licensed rigger (charges will apply for this service).

All rigging plots must be submitted to the GCCEC for venue approval **no later than 21 days prior to an event**.

Please complete the Rigging Form (F2) and return the form to the Event Manager **no later than 21 days prior to the event.**

Please access the Events Health and Safety Guidelines – Section 3.30 Page 24.

B3.0 Catering / Food and Beverage Accounts

For the convenience of Exhibitors, the GCCEC have put together some suggestions for catering/food and beverage which can be pre-ordered and consumed at various exhibition booths during an exhibition. Please complete the Exhibitor Catering Form (F3), sign and return the form **no later than 21 days prior to the event.**

Please note: GCCEC has the sole catering rights to all food and beverage products. Exhibitors are not permitted to bring food and beverage into the venue from outside caterers.

Exceptions may be granted should an exhibitor wish to distribute food and beverage **samples only** of their product. A request for approval by management in writing must be received prior to the event.

A coffee shop account may also be set up for the duration of the event. The preferred method of payment is by credit card. All charges incurred during the event will be charged to your nominated credit card. Please complete the Account Form (F1) and return it **no later than 21 days prior to the event**. Please also provide a list of persons authorised to sign for food and beverage for the account.

B4.0 Communication (telephones and data)

Telephone, facsimile, modem, data and RF TV lines can be provided throughout the GCCEC on request. Please refer to the Cabled Internet Connection Form (F6) for relevant connection costs. For a telephone connection, refer to the Phone Comms Connection Form (F17). These forms must be **returned no later than 21 days prior to the event.** Please contact your Event Manager should any further information be required.

B5.0 Floral Arrangements

You are welcome to arrange any floral requirements for your event through your preferred supplier. We can also arrange floral arrangements on your behalf if required. Please advise your Event Manager should this service be required.

B6.0 Stand Cleaning

GCCEC is responsible for the cleaning of the GCCEC's public areas and disposal of rubbish. General cleaning of the exhibition area during **operational hours only** is inclusive in the standard venue hire charges. However, after hours/overnight and pre/post additional cleaning will incur a surcharge and additional event charges may apply for security.

Public areas, foyers and exhibition aisles are cleaned and rubbish bins emptied on a regular basis by the GCCEC Team. Exhibitors are responsible for the cleaning of their individual display booths. The GCCEC does however offer a stand cleaning service to exhibitors. If required your stand can be vacuumed, mopped and dusted prior to opening of the exhibition each day.

Please complete the Stand Cleaning Order Form (F10) if this service is required.

The Event Organiser is responsible for the following:

- General trade area cleaning during operating hours;
- Cleaning of exhibition space charges;
- Cleaning of exhibition stand areas;
- Wet waste cleaning, disposal of chemical substances and removal costs by the GCCEC;
- Removal of large volumes of rubbish to skips in dock areas;
- Specialised cleaning duties or requirements;
- Pre/post event and overnight cleaning charges;
- Post waste removal charges.

SECTION C – EXHIBITION INFORMATION

C1.0 Access to GCCEC

General Access

The GCCEC has an obligation to all personnel and visitors to protect their health and safety whilst on site. In addition, as event organisers, contractors or individuals accessing the site, there is a reciprocal obligation to ensure that work activities do not endanger the safety of workers or others.

As an Event Organiser, the GCCEC places a responsibility on you to ensure all persons undertaking work are inducted into the workplace. In addition, contractors are required to provide a Certificate of Currency for both Work Cover and Public Liability Insurance policies. Contractors must report to the Security Office on arrival on each visit to GCCEC and will be required to undertake an on-site safety induction before commencement of work. Visitor identification or contractor passes will be issued by security and must be worn at all times whilst on site.

As an Event Organiser, the GCCEC places a responsibility on you to ensure all persons entering the GCCEC, being Workers, Exhibitors or others comply with access controls.

Please access the Events Health and Safety Guidelines – Section 2.1 Page 6.

Exhibitor/Event Organiser

All Exhibitors and Event Organisers must wear accreditation supplied by the Event Organiser at all times when entering the GCCEC.

Event Organisers must supply the GCCEC with a copy of all accreditation types issued for identification purposes.

There is no need for delegates to wear accreditation during the event. Accreditation is at the discretion of the Event Organiser.

Performers

Event Organisers must advise their Event Manager of all performers entering and performing at the GCCEC.

Please access the Events Health and Safety Guidelines – Section 3.1 Page 10.

Non-compliance

Failure by any party to comply with the Access Controls of the GCCEC may result in persons being stopped from undertaking any work or expulsion from the GCCEC.

Loading Docks

The GCCEC has five (5) loading docks which can be accessed from the Gold Coast Highway at the northern end of the GCCEC. Please refer to the following site plan on page 9. Goods will not be accepted at any other point. It is the responsibility of the Organiser of the delivery to ensure upon parcel drop off, a clear signature is obtained from the GCCEC loading dock representative.

Please access the Events Health and Safety Guidelines – Section 2.17 Page 9.

Delivery Times

Loading Dock Hours: Monday to Friday 7:30am – 4:00pm

Please note: Arrangements outside these hours would need to be organised with your Event Manager. A labour surcharge may apply. It is the responsibility of the contractor or sub-contractor to supply sufficient Team Members for the unloading of transport vehicles in the loading bay in a timely, safe and non-disruptive manner.

C2.0 Approvals

Exhibition floorplans must be submitted to GCCEC for approval **no later than 90 days prior to the event.** No stand or display is to block any aisle or emergency exit.

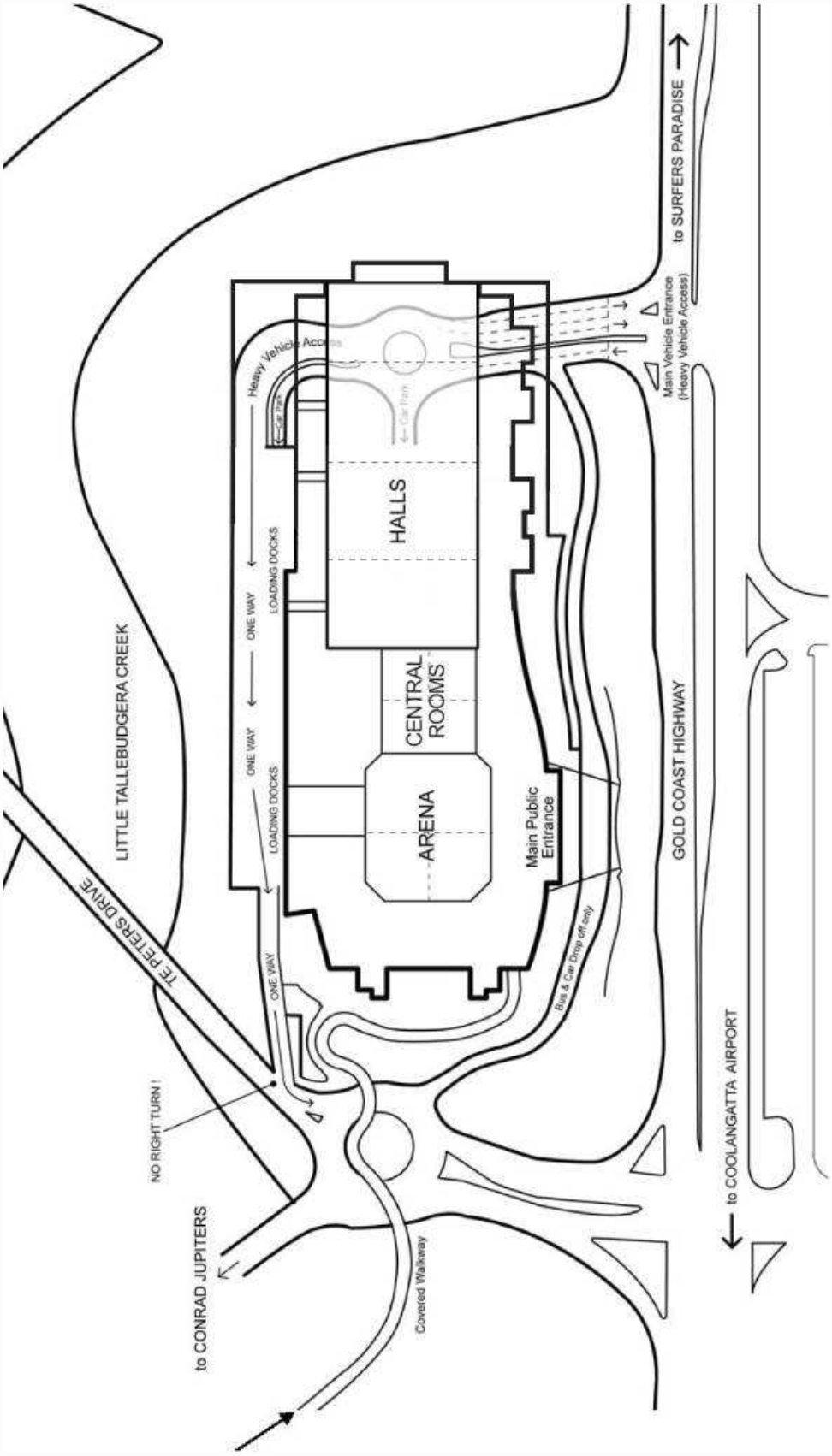
Exhibitors wishing to use any of the following items as part of their exhibit must submit in writing a proposal to GCCEC:-

- **Animals** - No animals, birds, insects or pets are permitted on site with the exception of Seeing Eye dogs. Any requests relating to the display of animals for an exhibition will have to be presented in writing for approval by the GCCEC.
  Please access the Events Health and Safety Guidelines – Section 3.3 Page 11.

- **Balloons** – Where helium filled balloons are being used as part of a display in the exhibition area, approval must be given by the GCCEC. There will be a charge incurred for the retrieval of loose balloons from the ceiling.

- **LPG Cylinders** – The use of LP gas cylinders indoors is discouraged wherever possible. All cylinders must be tested and approved for use and stamped with AG 601. The Organiser must provide fire extinguishers CO2 and dry chemical. All LP gas cylinders must be removed overnight and stored in the loading dock.
  Please access the Events Health and Safety Guidelines – Section 3.16 Page 16.

C3.0 Access to Arena, Central Rooms and Halls Site Map



C4.0 Banners

The GCCEC's policy is that all banner rigging must be provided by a GCCEC rigger. Charges are applicable and can be confirmed by your Event Manager.

- The co-ordination of banner rigging is the responsibility of your Event Manager.
- The Banner Rigging Request Form (F2) must be forwarded to your Event Manager **no later than 21 days prior to your event.**
- All banners must be delivered to the GCCEC's Loading Dock, **no later than 7 days prior to your event** with a banner delivery label (F13) affixed to each item. This can be downloaded from the GCCEC website. All labels must be clearly marked with the event details (name of event, room/hall and date of event).
- If there is a specific order in which banners must appear, a diagram should be forwarded to your Event Manager **no later than 7 days prior to your event.**
- At the conclusion of the event, banners will be transferred to the loading dock for collection. The GCCEC holds no responsibility for the collection of banners.
- As storage space is limited, all goods must be collected within two (2) working days of the conclusion of the event.
- The client acknowledges that the GCCEC has restrictions on outdoor advertising. Therefore any outdoor advertising must be agreed in advance with the GCCEC and comply with all legislative and local by-laws.
- Arena banners can be hung in certain areas of the Arena. Please contact your Event Manager for specifications and regulations.
- Hall banners can be hung in certain areas of the Halls or around the perimeter of the Halls from a curtain rail situated at 9.7m from floor level.
- Please access the Events Health and Safety Guidelines – Section 3.30 Page 24.

C5.0 Coffee Shop

If a coffee shop is operational during your event, coffee shop accounts can be secured for food and beverage items by completing the Account Form (F1). Please confirm opening hours with your Event Manager.

C6.0 Car Parking

The GCCEC operates an automated car parking system. The cost is $10.00 per vehicle per entry payable upon exiting the Centre. There are four (4) pay stations positioned throughout various locations in the Centre. These machines accept both cash and credit card.

A 30 minute grace period applies to all vehicles, whereby payment is not required. Should this period be exceeded, a $10.00 fee will apply. Car parking will revert to a manual system on occasions where high volume traffic is expected (i.e. concerts and entertainment events) to avoid major delays and traffic congestion.

Who pays for parking?

All guests including Exhibitors, Suppliers and Contractors are required to pay for parking.

Event Organisers will be issued a pre-validated car park ticket on the first day of the event which will allow access in and out of the car park at no cost. The cards will be issued by your Event Manager.

Should any specific arrangements be required regarding car parking, please contact your Event Manager.

C7.0 Carpet Hire

The GCCEC has charcoal coloured carpet tiles available for hire. Please advise your Event Manager who can assist with hire costs.

A cleaning or replacement fee will be incurred, if carpet tiles are damaged during an event.

C8.0 Ceiling Heights

Ceiling heights within the GCCEC are as follows:

- Arena 14m to catwalk
- Central Rooms A,B,C 3.5m
- Halls 10m
- Rooms 1-4 2.6m
- Rooms 5-9 3.8m
- Room 10-12 3.0m

C9.0 Cleaning/Waste Disposal

The GCCEC is responsible for the cleaning of the Centre's public areas and disposal of rubbish. General cleaning of the exhibition area is conducted during **operational hours only** at standard charges to the hirer. Should you require stand cleaning, please complete the Stand Cleaning Form (F10) **21 days prior to event.**

Additional cleaning charges of the exhibition area apply as follows:

Monday to Friday	
Pre-clean, final pre-clean, Overnight & Post Cleaning	$37.50 per person per hour (min 4 hrs)
Saturday to Sunday	
Pre-clean, final pre-clean, Overnight & Post Cleaning	$46.00 per person per hour (min 4 hrs)
Public Holidays	
Pre-clean, final pre-clean, Overnight & Post Cleaning	$60.50 per person per hour (min 4 hrs)
Cleaning during operational hours	FOC
Overnight Stand Cleaning	$4.00 per square metre
Post Event Waste Removal Charge	$0.30c – $0.50c per square metre of exhibition space

C10.0 Deliveries

The GCCEC has five (5) loading docks, which can be accessed from the Gold Coast Highway at the northern end of the GCCEC. Goods will not be accepted at any other point.

Delivery Times

Loading Dock Hours: Monday to Friday 7:30am – 4:00pm

Please note: Arrangements outside these hours would need to be organised with your Event Manager. A labour surcharge may apply. It is the responsibility of the contractor or subcontractor to supply sufficient Team Members for unloading of transport vehicles in the loading bay in a timely, safe and non-disruptive manner.

Labels

A delivery label must be affixed to each item sent to the GCCEC. Please refer to the Delivery Label Form (F4) which can be downloaded from the GCCEC Website. All labels must be marked with the name of event, room/hall and date of event.

For collection of goods, please ensure all items are clearly labelled with the name of the company, event name and collection date. Goods must be collected within 24 hours after the conclusion of the event. Please refer to **"Collection of Goods"** below**.**

Storage
As GCCEC has limited storage facilities, delivery of items earlier than 24 hours prior to the event will require prior approval from your Event Manager. All items will be placed into the appropriate area prior to client access on the first day of the event.

Additional storage and labour charges may be incurred for goods stored or relocated by the GCCEC outside the contracted booking period. Road case storage is not guaranteed and must be arranged prior to arrival.

Collection of Goods
Goods must be collected from the loading dock within 24 hours after the conclusion of the event. Storage charges will apply for goods remaining after this time. The GCCEC reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event. Disposal of any remaining goods may incur a removal charge.

C11.0 Electrical Appliances (Equipment)

Please access the Events Health and Safety Guidelines – Section 3.12 Page 13.

C12.0 Hall Dimensions

- Exhibition Hall 1: 30.2m x 51.2m
- Exhibition Hall 2: 34m x 51.2m
- Exhibition Hall 3: 34.6m x 51.2m
- Exhibition Hall 4: 24.8m x 51.2 m

C13.0 Fire Regulations

Flammable Products
The storage of any flammable liquids or fuel within the exhibition is not permitted. Motor vehicles or other mechanical appliances displayed within the exhibition venue must contain a full tank of fuel. Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct locations. Please access the Events Health and Safety Guidelines – Section 2.13 Page 8.

Fire Fighting Equipment
Should construction of stands and exhibits create a potential smoke-locked area or create an area not serviceable by the existing sprinkler systems, the Management of GCCEC may require the smoke detection, emergency lighting and exit lighting systems be extended to cover the stand and/or exhibit areas. Please access the Events Health and Safety Guidelines – Section 3.23 Page 18.

Fire Proof Materials
Any materials used in stand construction or for display purposes must conform to the following standards:

- Non combustible and inherently non-flammable material
- Durable flame-proof fabric
- Self-extinguishing plastic
- Flame proof fabric

The use of the following materials is prohibited unless treated for fire retardation:

- Plywood, hardwood, pulp board or fibreboard
- Crepe paper
- Hessian
- Leaves
- Styrene
- Plastic
- Loose straw/hay

C14.0 Fireworks (Pyrotechnics)

Please access the Events Health and Safety Guidelines – Section 3.24 Page 19 and complete the Fireworks Application Form (F5) **45 days prior to event.**

Restrictions

- Due to noise restrictions it is preferable to let off fireworks on the eastern side of the Centre.
- Firework displays must be completed by 9.00pm.
- Amplified sound is not permitted.
- All approvals must be signed before event commences.
- GCCEC Security Control room must be informed for isolation of fire detectors.
- Gold Coast City Council (GCCC) must be contacted and any approvals required by the GCCC complied with.

Please note: The approval process of this application is (approximately) a minimum of 30 days and can sometimes take longer as it requires Queensland Fire and Rescue Authority approval.

C15.0 Food and Beverage Sampling

The GCCEC has exclusive rights to the sale of food and beverage. No Exhibitor or person shall bring into a licensed area, distribute or give away any item of food or beverage to visitors within the GCCEC without prior written approval from GCCEC Management.

The GCCEC does not object to the distribution by Exhibitors of food or beverage samples used as a means of demonstrating their manufactured product, however the sale of such products is not permitted.

- The Food Sampling Form (F12) must be forwarded to your Event Manager **no later than 21 days prior to your event**
- The Beverage Sampling Form (F11) must be forwarded to your Event Manager **no later than 42 days prior to your event**

Please note: Charges may apply

C16.0 Forklift and Lifting Equipment Hire

Forklift

The GCCEC has a forklift for hire (subject to availability). This service needs to be organised through your Event Manager **no later than (21) twenty-one days prior to your event** by completing the Lifting Equipment Hire Form (F8). Charges are outlined on this form.

Please note: Only licensed drivers are permitted to operate the GCCEC forklift. The maximum load capacity is 1.5 tonne. The quoted prices are inclusive of a licensed GCCEC driver and spotter. Please access the Events Health and Safety Guidelines – Section 3.15 Page 15.

Scissor Lift
The GCCEC has a scissor lift for hire (subject to availability). This service needs to be organised through your Event Manager **no later than (21) twenty-one days prior to your event** by completing the Lifting Equipment Hire Form (F8). Charges are outlined on this form.

Boom Lifter
The GCCEC has a boom lift for hire (subject to availability). This service needs to be organised through your Event Manager **no later than (21) twenty-one days prior to your event** by completing the Lifting Equipment Hire Form (F8). Charges are outlined on this form.

Please access the Events Health and Safety Guidelines – Section 3.30 Page 23.

Equipment Only Hire (No Operator)

Forklift operators must be licensed to operate a forklift. A copy of the forklift licence must be shown to Security Control before equipment is operated on the GCCEC property. Forklifts operators must operate at all times in a safe manner and in accordance with current industry standards.

Please note: A spotter must also be provided during operation.

At no time can persons, other than the operator, be transported by forklift from one place to another.

Using Hired Equipment

Any vehicle hired to be used within the Centre must be fitted with non marking tyres and must abide by the Events Health and Safety Guidelines. Please access the Events Health and Safety Guidelines – Section 3.15 Page 15.

C17.0 Insurance

As per the contract, the Client is required to take out $20million public liability insurance as detailed in the Event Details section of the cover note with insurers and on terms acceptable to the Centre. All insurance policies must:

- Note the Owner and Operator, as an insured for the vicarious liability and
- Contain cross indemnity and waiver of subrogation

The Client must provide a copy of the insurance policies 'Certificate of Currency' to the Operator prior to the commencement of the Hire Period. The Operator has the right to request changes to the policy if the Operator reasonably considers the changes are required to ensure the more efficient operation of the GCCEC or the Event.

If the Client does not take out the necessary insurance, the Operator may take out suitable insurance. The Client will be responsible for the cost of this insurance.

The Client must not do anything that limits or removes any rights the Operator, the Owner or the Client may have under any contract of insurance relating to the GCCEC or the Event.

The Client's liability to the Operator or Owner will not be limited because of any insurance policy. *For example, if the amount of the Client's insurance does not cover the loss suffered by the Operator, the Client will still be required to pay the full amount of the Operator's loss.*

C18.0 Loading Dock Marshal

The services of a Loading Dock Marshal are required for the bump-in/out of your Exhibition. A labour charge of $45.50 per person per hour for a minimum of four (4) hours is applicable (additional charges apply for weekends and public holidays). In some cases, more than one marshal will be required. We recommend anywhere from 1-5 Loading Dock Marshals depending on the size of the event. Please contact your Event Manager regarding scheduling times and marshal requirements

C19.0 Noise Levels

Queensland State Government Environmental and Heritage Legislation

To comply with Queensland State Government Environmental Legislation on noise pollution, it is a requirement that all events, functions and other activities are assessed for possible violation in relation to excess noise levels.

The GCCEC development approvals will place sound pressure limits on the operations of the GCCEC, including the maximum sound pressure level permitted in any room of the GCCEC at any accessible location in the room as measured by the Operator, or any level which may disturb any guests in that room or Clients and their guests using any other room in the GCCEC.

Please access the Events Health and Safety Guidelines – Section 3.22 Page 18.

C20.0 Porterage

The GCCEC does not provide porters to assist with bump in/out unless requested. A labour charge of $37.50 per person per hour and a minimum engagement of four (4) hours are applicable (additional charges apply for weekends and public holidays) if this service is required. Please contact your Event Manager should this service be required.

C21.0 Power and Associated Charges

The following power and associated charges are applicable during an Exhibition:-

• (10amp 240V)	$55	per outlet per stand
• (15amp 240V)	$70	per outlet per stand
• (20amp 240V)	$90	per outlet per stand
• (32amp 415V) 3 phase	$355	per outlet per stand

Please note: The GCCEC requires all exhibition booths to turn off non-essential power outside of Exhibition hours. Please be aware a power and associated charge will apply for any power connected outside of exhibition hours. Please contact your Event Manager should this service be required.

C22.0 Security

The GCCEC Security Department operates between 6:00am and 10:00pm. Should you require security outside of these hours, charges will apply. Please also note any security requirements must be GCCEC employees.

GCCEC is a licensed venue, thus in line with legislative requirements some functions involving alcohol may require Safety and Security Officers to monitor Responsible Service of Alcohol (RSA).

The following Security charges per hour shall apply with a minimum engagement of four (4) hours:

Monday to Friday	$47.50 per hour
Saturday	$55.00 per hour
Sunday	$57.50 per hour
Public Holidays	$78.50 per hour

Please contact your Event Manager regarding your security requirements.

Please access the Events Health and Safety Guidelines – Section 2.1 Page 6.

C23.0 High Visibility Vest

All Organisers, Contractors, Exhibitors and their Team members must wear safety vests in a Construction Zone. A Construction Zone is designated during an Exhibition or Production bump-in and bump-out.

Contractors and Exhibitors will not be allowed entry to the area unless a safety vest is worn. Safety vests are available for purchase at a cost of $10 per vest from GCCEC Security Control Office.

C24.0 Signage

The GCCEC has a number of LCD screens installed throughout the Centre for use as directional signage is provided on a complimentary basis. This can also be used for event programs, promotional DVD's, live video feeds or free to air cable TV. A labour charge may be applicable.

Main Entrance
1 x 65"' Landscape LCD
4 x 40"' Portrait LCD

Arena
1 x 40"' Landscape LCD located outside Doors A, B, C, E, F, G

Central Rooms
1 x 40"' Landscape LCD located outside doors above Central Rooms A and C

Halls
1 x 40"' Landscape LCD located outside Hall 1 Door

Rooms 1- 9
1 x 22"' Portrait LCD located outside each Room

Foyers
1 x 40"' Portrait LCD located at Ground Floor Lifts
1 x 40" Portrait LCD located in the Hall Foyer 1 x 46"' Portrait LCD located at Level 1 Lifts
6 x 42"' Landscape LG located throughout Foyer C and Main Entrance Foyers

Each LCD screen can run multimedia. To ensure quality control of the content during your event the following file formats are accepted:

Supported image formats include;
JPEG (.jpeg), GIF (.gif), or BITMAP (.bmp).

Supported video formats include;
QUICKTIME (.mov), AVI (.avi), MPEG (.mpg1 or .mpg2) or WINDOWS MEDIA VIDEO (.wmv) – minimum frame size is applicable.

The following file formats are **NOT** supported: TIFF, DVIX, 3GP, POWERPOINT(.ppt) , DVD. Should files be set-up in the above formats, the GCCEC offers a file converting service. Please contact your Event Manager for applicable charges. All media to be converted must be presented to the GCCEC **no later than 72 hours prior to your event.**

Screen set landscape are 1360 x 768 megapixels with screens set portrait 768 x 1360 megapixels.

Mobile freestanding signage and static signage are also available. A4 and A3 landscape signage is applicable.

C25.0 Smoking Policy

The GCCEC is Government owned and therefore a total **non-smoking** venue. Smoking is permitted at clearly signed designated areas outside the GCCEC.

Please access the Events Health and Safety Guidelines – Section 2.6 Page 7.

C26.0 Storage

Limited storage facilities are available at the GCCEC for the event. To store property at the GCCEC for an event, prior approval in writing must be obtained from the Event Manager.

C27.0 Substance Disposal

Under no circumstances are any chemicals be disposed of into the GCCEC drainage system. Persons found disposing of chemicals in this way will incur any cost involved to rectify this situation. All chemical substances and paints must be contained, taken off site and disposed of in an appropriate manner by the contractor.

C28.0 Vehicle Displays

Please access the Events Health and Safety Guidelines – Section 3.28 Page 22.

C29.0 Water and Waste Service to Pits

A number of floor pits in the GCCEC are supplied with non-potable water. The waste service only allows for the disposal of clean water waste, as these lines go straight to sewage. The floor pits are not designed for effluent or untreated trade waste discharges (ie: solvents and paints).

Trade waste must be stored in containers and removed from the site for treatment and disposal. Any Exhibitor wanting to dispose of trade waste must supply their own separator system and dispose of waste in areas designated by the Property Operations Department.

It is the responsibility of the Exhibitor to arrange connection from the service pit to their equipment. If you require a licensed Plumber or Tradesperson, please contact your Event Manager or the Property Operations Department.

An access and consumption fee of $55.00 shall apply for each pit. A Plumber's service access and connection fee is in addition to the above charge. If the disposal of trade waste causes a reportable (EPA) spill or a service call, the cost will be $1,000.

Please complete the Plumbing-Water Waste Request Form (F9) should this service be required.

C30.0 Weight Load Capacities (floor)

The floor load allowances for GCCEC are as follows:-

- Arena 15 kPa
- Central Rooms 15 kPa
- Halls 20 kPa
- Rooms 1 – 12 5.0 kPa

Dimensions, weights and other specifications are required to be submitted in writing to our Technical Engineer for approval before any heavy equipment, display, vehicle or machinery is required to be set inside the GCCEC.

SECTION D - FORMS

The following forms are attached or can be downloaded from our website www.gccec.com.au

F1 **Account Form**

F2 **Banner Rigging Request Form**

F3 **Exhibitor Catering Form**

F4 **Delivery Label**

F5 **Fireworks Application Form**

F6 **Cabled Internet Connection Form**

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F8 **Lifting Equipment Hire Order Form**

F9 **Plumbing Water–Waste Request Form**

F10 **Stand Cleaning Order Form**

F11 **Beverage Sampling Form**

F12 **Food Sampling Form**

F13 **Banner Delivery Label**

F14 **Contractors Agreement**

F15 **GCCEC Safety Rules**

F16 **Equipment Hire Form**